

## **NIH POLICY MANUAL**

### **26101-26-37 - CABLE TELEVISION SERVICES**

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1. **Explanation of Material Transmitted:** This chapter establishes the policy and procedures for obtaining Cable TV service for all on-campus facilities.

2. **Filing Instructions:**

**Remove:** None

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3. **Distribution:** NIH Manual Mailing Keys F401, and F404

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#### **A. Purpose:**

This Manual Issuance provides procedures to procure cable television services (as provided by Cable TV Montgomery) in buildings located on the NIH Bethesda Campus. In addition, this chapter provides guidance to develop individual procedures on the appropriate selection and use of the cable services.

#### **B. Background:**

The Division of Space and Facility Management (DSFM) and the Division of Engineering Services (DES) within the Office of Research Services (ORS) arranged for Cable TV Montgomery to provide cable television service capabilities to Buildings 1, 10, 29, 31, and 38A. Cable service has been installed to central distribution closets where it may be accessed through the procedures outlined in this issuance.

#### **C. Reference:**

1. 47 United States Code, 541(c)

#### **D. Responsibilities:**

The ORS is responsible for providing a cable TV service that may be accessed by ICDs located in the cable ready buildings. However, each individual ICD is responsible for requesting, procuring, financing, and monitoring this service.

1. Division of Engineering Services (DES)

The DES provides oversight of initial cabling from street to distribution closets in identified buildings. In addition, DES is responsible for approving cable routing for all future service connections within all on-campus buildings.

2. Division of Safety (DS)

The DS, through the Fire Prevention Section (FPS), Emergency Management Branch, is responsible for providing advice and guidance on fire safety matters for on-campus facilities. The FPS will, from a fire protection standpoint, approve all proposed cable TV installations in on-campus buildings prior to the initiation of any cable installation.

The Technical Assistance Section (TAS), Occupational Safety and Health Branch is responsible for providing advice, guidance, and oversight for installations where asbestos abatement is required. The TAS will review and approve all proposed cable TV installations prior to initiation of any cable installation.

3. Cable TV Montgomery

Cable TV Montgomery is responsible for installing and maintaining all primary and lateral cable lines on the NIH Bethesda campus. Prior to installing cable service to a building or an ICD, Cable TV Montgomery shall conduct a thorough site survey to identify the proposed routing and whether that routing will penetrate any fire-rated barriers or result in disturbing asbestos. If the latter will occur Cable TV Montgomery will engage the services of a certified Industrial Hygienist to oversee the abatement process which shall be carried out by a licensed asbestos abatement contractor. Any penetration made in a fire rated barrier shall be repaired with materials approved by the Fire Prevention Section, EMB, DS.

In addition, Cable TV Montgomery is responsible for maintaining the cable lines, providing cable service(s) at the levels procured by the ICDs, and providing periodic updates to the cable channel lineup.

4. ICD Executive Officer

Each ICD Executive Officer (EO) is responsible for reviewing and approving requests for cable television service. In addition, the EO is responsible for establishing procedures for use and internal controls to monitor use in accordance with policy/procedures in this chapter.

## 5. ICD Administrative Officer

Each ICD Administrative Officer (AO) is responsible for initiating procurement actions in accordance with established procurement regulations and policy/procedures in this chapter to procure cable television service from Cable TV Montgomery. To combat misuse of the cable service, each ICD AO will track use of cable TV service to include the number of programs receiving service and the levels of services being provided.

### **E. Definitions:**

1. Basic Cable Service - Television channels in the Baltimore/Washington Metropolitan area include: 2, 4, 5, 7, 9, 11, 13, 20, 22, 26, 32, 45, and 50. Also included are the following cable-only channels: C- Span, Local Weather Radar, NewsChannel 8, The Learning Channel, Univision, WGN, and WTBS.
2. Preferred Cable Service - includes all basic TV channels plus Arts & Entertainment, Black Entertainment Television, C-Span II, CNBC, Headline News, Court TV, Lifetime, E! Entertainment, MTV, Nickelodeon, Sci-Fi, Cartoon Network, Family Channel, Interfaith Channel, Nashville Network, Weather Channel, VH-1, American Movie Classics, CNN, Comedy Central, ESPN, TNT, and USA.
3. Premium Cable Service - includes all movie channels such as HBO and Showtime.

The channel lineup is subject to modification by Cable TV Montgomery from time to time.

### **F. Policy:**

The ICDs may procure/access basic, or preferred cable TV services. The accessibility of the service to the individual program will be dictated by relevancy of the service to the mission of the program. Relevancy will include, but is not limited to, new science, legislative or congressional issues impacting budget, or information that will assist in mission related activities. All requests for cable TV service will include a written justification identifying the program relevance and must be approved by the ICD EO.

Premium cable service will only be allowed in the patient care areas of the Clinical Center (CC). The CC EO will be responsible for reviewing and approving all requests for Premium cable service.

To combat unauthorized (non-mission oriented viewing) use of the cable service, each ICD AO will track use of cable TV service to include the number of programs receiving service and the levels of services being provided.

### **G. Procedure:**

## 1. Wired Buildings

Buildings 1, 10, 29, 31, and 38A have been wired by Cable TV Montgomery. To receive service to a particular room within these buildings, the ICD will generate a purchase request to obtain a written estimate for a cable drop installation. This purchase request will reimburse Cable TV Montgomery for reasonable costs for preparing such estimate, including, but not limited to the cost of obtaining the services of an Industrial Hygienist. The survey will determine if asbestos is present and the cost of any abatement if it needs to occur. Specifically, the estimate developed by Cable TV Montgomery must contain the proposed routing of the cable, a plan for mitigating any building issues such as asbestos abatement requirements and penetration of fire rated walls/partitions, and the timetable for commencement of installation. This plan is to include specifically how the removal of the hazardous materials and restoration/ sealing of any penetrated fire walls will be handled.

The ICD is to contact the Cable TV Commercial Sales Manager at the following address to obtain the written estimate for a cable drop installation:

Cable TV Montgomery  
Cable TV Commercial Sales Manager  
20 West Gude Drive  
Rockville, Maryland 20850  
Phone: (301) 294-7749 or 294-7734  
FAX: (301) 251-1635

When the estimate is received, the ICD will determine whether to proceed with the installation. If the estimate is accepted the ICD will generate a second procurement request to the Division of Procurement (DP) for issuance of a purchase order for the installation. The request must include the location for the cable drop, level of service requested, and justification for service. The Cable TV Montgomery will format a plan for mitigating building issues and provide it to the ICD to include with the purchase request. This will include removal of hazardous materials and penetration of fire walls and identifying alternative routing of the cabling.

To obtain approval of the cable drop route the ICD will forward the package to the Deputy Director, DSFM, who will coordinate the clearance of all installations with the Building Engineer, Maintenance Engineering Section, through the Public Works Branch, DES, the Technical Assistance Section, Occupational Safety and Health Branch, DS, and the Fire Prevention Section, Emergency Management Branch, DS. This clearance needs to be completed prior to forwarding a purchase request to DP.

A signed copy of the purchase order will be forwarded to Cable TV Montgomery for installation of the cable drop by DP. Any costs associated with the installation of the cable drop(s) will be the sole responsibility of the ICD.

Each "clearance" office and the ICD should retain a file copy of the estimate and plan.

Cable television service charges are to be paid monthly, quarterly, or yearly, as each ICD deems appropriate and as agreed by Cable TV Montgomery. A third procurement request to the DP should be generated for the service charges. The resulting purchase order will need to be renewed on an annual basis.

On implementation of this issuance, Cable TV Montgomery will provide a listing of all ICDs that are connected to cable service, to include the subscriber (ICD), building, room, and location of each drop to the Public Works Branch, DES.

## 2. Unwired Buildings

All buildings not initially wired by Cable TV Montgomery can be wired using the following guidelines:

The ICD EO must submit a Work Request Form (NIH-62) through the Administrative Database to the Program Management Office, DES, for execution. The request should include the building(s) for which wiring is being requested. If the building is multi-tenant occupied it is recommended that each ICD share the expense of wiring the building for cable service. In the event other ICDs choose not to contribute to the installation cost, the cost of installation will be the sole responsibility of the ICD requesting cable service. The DES will contract with Cable TV Montgomery to initiate the installation from the main line located on Center Drive to the building. Once this is completed, each ICD will generate a procurement request to receive cable television service.

To receive service to a particular room within these buildings, the ICD will follow the procedures described in paragraph G.1. of this chapter.

